

*Reports 1-4-2
(one-time)*

I.

- a. NAME AND *PURPOSE OF MEETING - Interagency Records Administration Conference
- b. CHAIRMAN - Jack Sherman, AID
- c. PLACE - National Archives
- d. TIME - 10:30 a.m.
- e. FREQUENCY - Third Friday, September-June
- f. TYPE OF DISCUSSION - Items of general interest in Records Management and related fields.
- g. ATTENDED BY - 1. Records Administration Staff Personnel, as appropriate to subject discussed: STAT
- 2. Component Records Officers are invited to attend all meetings. Attendance varies and could include up to 30 CIA Records Officers.
- h. EFFECT OF MEETING ON AGENCY COMPONENTS - No direct effect. Usually the discussions are purely informative.

- i. 1. MINUTES - Yes

II.

- a. NAME AND *PURPOSE OF MEETING - Federal Records Officers
- b. CHAIRMAN - Everett Alldredge, Deputy Assistant Archivist of U.S.
- c. PLACE - Usually at National Archives
- d. TIME - 9-10 a.m.
- e. FREQUENCY - Monthly
- f. TYPE OF DISCUSSION - Items of Government-wide interest in Records Management field.
- g. ATTENDED BY -
- h. EFFECT OF MEETING ON AGENCY COMPONENTS - No direct effect. Usually informative.

- i. MINUTES - No

STAT

III.

- a. NAME AND *PURPOSE OF MEETING - Records Management Seminar
- b. CHAIRMAN - Edward N. Johnson, National Archives
- c. PLACE - National Archives
- d. TIME - 9 a.m. or 1:30 p.m.
- e. FREQUENCY - about 4 or 5 times per year
- f. TYPE OF DISCUSSION - Vital Records
- g. ATTENDED BY -
- h. EFFECT OF MEETING ON AGENCY COMPONENTS - None
- i. MINUTES - No

IV.

- a. NAME AND *PURPOSE OF MEETING - Program Committee of the Forms Management Council
- b. CHAIRMAN - Robert J. Rish, Patent Office
- c. PLACE - Commerce
- d. TIME - 10 a.m.
- e. FREQUENCY - Third Monday each month
- f. TYPE OF DISCUSSION - To develop program objectives for the Forms Management Council.
- g. ATTENDED BY -
- h. EFFECT OF MEETING ON AGENCY COMPONENTS - None
- i. MINUTES - Yes

V.

- a. NAME AND *PURPOSE OF MEETING - Forms Management Council
- b. CHAIRMAN - Eleanor Rice, Commerce
- c. PLACE - National Archives
- d. TIME - Usually 10 a.m.

* See TYPE OF DISCUSSION

- STAT
- e. FREQUENCY - 4-5 times per year
 - f. TYPE OF DISCUSSION - Items of general interest to Forms Management personnel in Government and Industry.
 - g. ATTENDED BY -
Records Administration Staff
Also attended on occasion by Agency Records Officers.
 - h. EFFECT OF MEETING ON AGENCY COMPONENTS - No effect other than informative.
 - i. MINUTES - Yes

VI.

- STAT
- a. NAME AND *PURPOSE OF MEETING - Federal Records Officers Conference
 - b. CHAIRMAN - Herbert R. Angel, Assistant Archivist, U.S.
 - c. PLACE - For the past 2 years at Washingtonian Motel, Gaithersburg, Md.
 - d. TIME - Several days in spring.
 - e. FREQUENCY - Annually
 - f. TYPE OF DISCUSSION - General information of a Records Management and related nature.
 - g. ATTENDED BY -
 - h. EFFECT OF MEETING ON AGENCY COMPONENTS - None
 - i. MINUTES - None

* See TYPE OF DISCUSSION

RAO *RAO Copy*

TRANSMITTAL SLIP		DATE 1 November 1963
TO: Executive Assistant to the Deputy Director (Support)		
ROOM NO. 7D-24	BUILDING Headquarters	
REMARKS: The information requested by you concerning the Executive Director's Action Memorandum No. A-303 is attached.		
<div style="border: 1px solid black; width: 150px; height: 50px; margin: 0 auto;"></div>		
FROM: CIA Records Administration Officer		
ROOM NO. 604	BUILDING 1016 16th St.	EX <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>

FORM NO. 241 1 FEB 55

REPLACES FORM 36-8 WHICH MAY BE USED.

GPO : 1957-O-439445 (47)

Capen

STAT

STAT